

# POSITION STATEMENT

<b>Title:</b>	Communications Associate	<b>Position no:</b>	9033
<b>Level:</b>	IBA Level 4 (Salary \$83,476 - \$88,516)	<b>Last updated:</b>	August 2022
<b>Location:</b>	Sydney, Melbourne or Canberra , Brisbane	<b>Term:</b>	Ongoing
<b>Program:</b>	Government & Public Relations		
<b>Section:</b>	Communications and Digital		
<b>Context:</b> <p>Indigenous Business Australia (IBA) partners and invests with Aboriginal and Torres Strait Islander people who want to own their future. We go further than provide money; we invest in people, places and ideas that are ready. We help make them real. We're deeply invested in the financial success and economic independence of Indigenous Australians. It's why we exist.</p> <p>We provide a range of services for Indigenous Australians to create wealth and accumulate assets, take up investment opportunities, create business enterprises that provide additional employment opportunities, and to purchase homes. We achieve these outcomes by applying a commercial focus, and by building mutually respectful and productive partnerships with Indigenous Australians, government, non-government and private sector organisations.</p> <p>Our staff are invested, informed, responsive, respectful and connected.</p>			
<b>Role:</b> <p>The role will be part of the Strategic Communications team. The team is responsible for the brand and communication needs across the business, internal and external, including marketing collateral, corporate documents, website, social platforms, significant events and intranet communications.</p> <p>We are looking for a communication specialist who has exceptional writing and editing, no matter what the medium. In this role you will be required to provide sound communications advice and deliver polished and targeted communications campaigns. This position offers the opportunity to put your communications skills to work in a dynamic, fast-paced environment.</p> <p>To be successful in this role, you must be a strong communicator with the ability to make complex information and language simple and accessible for our audiences. Experience working with Aboriginal and Torres Strait Islander people, government and the financial services industry will also be a distinct advantage.</p> <p>Reporting to the Communications and Media Senior Manager, this position will suit a highly motivated, team focused individual who has superior writing and project management skills, who can hit the ground running and manage multiple projects at once.</p>			
<b>Duties:</b> <ul style="list-style-type: none"><li>• Produce communication campaigns to support the business (housing solutions, business solutions, and investments programs)</li><li>• Create content that aligns with IBA's communications and media strategies</li><li>• Communicate IBA's key messages to stakeholders, customers and broader public</li></ul>			

- Responsible for drafting and the dissemination of internal communications to staff via the Intranet Sharepoint system
- Research, interview, and write customer stories for distribution via website, social platforms and EDM
- Participate in event planning around significant dates in the Indigenous calendar, including National Reconciliation Week, NAIDOC, and Indigenous Business Month
- Contribute to media engagement, writing media releases and responses
- Establish and maintain good working relationships with internal and external customers
- Other tasks as required

### **Required capabilities**

These are essential unless otherwise indicated.

- Strong oral and written communications skills.
- Proven experience in the end-to-end coordination and production of a variety of communication products
- Ability to develop and maintain good working relationships with colleagues, managers and customers
- Ability to work effectively in a team environment and prioritise tasks to meet team objectives
- Strong project management skills with the ability to manage multiple projects
- Demonstrated ability to be flexible, use initiative, learn new concepts and deliver objectives within project deadlines
- Experience in managing a wide range of work and competing priorities and interests
- Strong interpersonal skills with ability to react quickly and think on one's feet
- Ability to identify potential issues and brief relevant people as required
- Strong creative, strategic, analytical, organisational and personal skills
- Events experience is not mandatory, but a desirable skill as there may be events management required from time to time
- Experience working with Aboriginal and Torres Strait Islander people will be a distinct advantage.

### **About you:**

- Genuine passion and interest in working for the best interests of Aboriginal and Torres Strait Islander people.
- Relevant tertiary qualification in communications/marketing or equivalent industry experience
- Experience in design, visual communication and/or web development highly regarded
- 3-5 years' experience in a similar communications role
- Travel may be required.

### **Reference documentation:** [www.iba.gov.au](http://www.iba.gov.au)

- About Us – Our Values
- About Us – Working at IBA
- About Us – News and Publications – Annual Reports

### **Further enquiries:** Tara Toohill: Phone: 0427 011 938 or email: [tara.toohill@iba.gov.au](mailto:tara.toohill@iba.gov.au)

### **Applications:** email to [ibarecruitment@iba.gov.au](mailto:ibarecruitment@iba.gov.au) or

mail to: IBA Recruitment, PO Box 650, Fyshwick ACT 2609

- Resume
- Maximum 800 words detailing how your experience and skills meet the required capabilities of the role

Please note that applications not accompanied by the Application Coversheet available from our website or sent directly to the enquiry officer will not be accepted.

Closing date: 25 September 2022

